



SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL



Procedure 911 – Honor Guard and Choir

Office with Primary Responsibility:	COP	Effective Date:	July 10, 2013
Office(s) with Secondary Responsibilities:	PSC, PNC, TSC, FTC, IDC, SSO	Prior Revision Date:	July 31, 2010
Forms Referenced in Procedure:	None	Number of Pages:	4
		Related Procedures:	310

.01 INTRODUCTION

This procedure provides information on the various functions of the Honor Guard and Choir for members or groups requesting their services, and for members who wish to become part of these voluntary organizations.

.02 POLICY

The San Antonio Police Department Honor Guard honors those San Antonio Police Officers, active and retired, who pass away or are killed in the line of duty, as well as officers from outside agencies that are killed in the line of duty.

The San Antonio Police Department Choir, officially named “The Blue Line,” honors the past, present, and future service rendered by all members of the San Antonio Police Department. They serve as good will ambassadors for the Department and the City of San Antonio through songs of inspiration and patriotism.

Both groups also honor active duty officers receiving awards or promotions, and officers retiring from service with the Department. Acting under the authority of the Office of the Chief, the Honor Guard and Choir stand ready to perform at the request of the Chief of Police.

.03 PARTICIPATION IN CEREMONIES

- A. The Honor Guard and/or Choir, upon request or at the direction of the Office of the Chief, participate in the following types of ceremonies:
1. Funerals;
 2. Police Cadet Graduations;
 3. Departmental Awards Ceremonies;
 4. Departmental Promotions;
 5. Departmental Retirements; and
 6. Other ceremonies as directed by the Chief of Police.

.04 SERVICES PROVIDED AT CEREMONIES

- A. At the funeral for a San Antonio Police Officer killed in the line of duty:
1. Color Guard;
 2. Colors;
 3. Taps;
 4. Honor Watch;



SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL



Procedure 911 – Honor Guard and Choir

5. Flag Folding and Presentation;
 6. Twenty-one (21) Gun Salute;
 7. Final Salute;
 8. Pallbearers; and
 9. Assistance to the family.
- B. At the funeral for an active duty San Antonio Police Officer (death not service connected):
1. Honor Watch;
 2. Flag Folding and Presentation;
 3. Pallbearers; and
 4. Assistance to the family.
- C. At the funeral for a retired San Antonio Police Officer:
1. Honor Watch;
 2. Flag Folding and Presentation; and
 3. Pallbearers.
- D. At the funeral for an officer from an outside law enforcement agency killed in the line of duty:
1. Members of the Honor Guard attend and represent the San Antonio Police Department, within the State of Texas.
- E. At police cadet graduations, awards ceremonies, promotions, retirements, and other special events:
1. Posting of the Colors;
 2. Choir performance; and
 3. Other services as directed by the Office of the Chief.

.05 REQUESTS FOR SERVICES

- A. Requests for the services of the Honor Guard and/or Choir may be made in writing through the following:
1. The Office of the Chief;
 2. The Honor Guard Supervisor; or
 3. The Choir Supervisor
- B. Requests made through the Honor Guard or Choir supervisor are forwarded to the Office of the Chief for approval.



SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL



Procedure 911 – Honor Guard and Choir

.06 MEMBERSHIP IN THE HONOR GUARD

- A. The Honor Guard is a voluntary organization and membership is open to any sworn member.
- B. Membership in the Honor Guard is in addition to an officer's regularly assigned duties.
- C. All members must be willing to participate in funerals for officers killed in the line of duty when the funerals take place in the local area.
- D. The Honor Guard is composed of one (1) supervisor and members from all ranks.
- E. The Honor Guard supervisor is appointed by and serves at the pleasure of the Chief of Police.
- F. The other sworn members of the Honor Guard are appointed by the Honor Guard supervisor.
- G. Membership in the Honor Guard, being voluntary, can be relinquished at any time by the member or terminated by the Honor Guard supervisor.
- H. Officers requesting membership in the Honor Guard should submit a written request to the Honor Guard supervisor.

.07 MEMBERSHIP IN THE CHOIR (THE BLUE LINE)

- A. The Blue Line is a voluntary organization and membership is open to any sworn member.
- B. Membership in The Blue Line is in addition to an officer's regularly assigned duties.
- C. All members must be willing to attend regular practice meetings and also participate in events taking place in the local area.
- D. The Blue Line is composed of one (1) supervisor and members from all ranks.
- E. The Blue Line supervisor is appointed by and serves at the pleasure of the Chief of Police.
- F. The other members of The Blue Line are appointed by the Choir supervisor.
- G. Membership in The Blue Line, being voluntary, can be relinquished at any time by the member or terminated by the Choir supervisor.
- H. Officers requesting membership in The Blue Line should submit a written request to the Choir supervisor.

.08 ASSIGNMENTS AND PERFORMANCE OF OFFICIAL DUTIES

- A. Funeral Assignments:
 - 1. Honor Guard members participating in funeral ceremonies, while on-duty, are placed on special assignment;
 - 2. Members' relief days may be adjusted to attend assignments;
 - 3. In cases of lengthy assignments, relief days may be flexed to allow for proper staffing; and
 - 4. Members participating in funeral ceremonies held out of town are placed on Administrative Leave:
 - a. Members relief days may be adjusted to attend out of town funerals on-duty; and



SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL



Procedure 911 – Honor Guard and Choir

b. Per-diem pay may be granted.

B. Other Special Events

1. Honor Guard and Choir members are compensated for participating in ceremonies when off-duty.
2. Members are compensated in accordance with the current Collective Bargaining Agreement (CBA).

.09 UNIFORMS, ACCESSORIES, AND EQUIPMENT

- A. Members of the Honor Guard and Choir wear distinctive uniforms and accessories while performing official duties.
- B. Uniforms and accessories worn by Honor Guard and Choir members are listed in the GM Procedure 310, *Uniforms and Dress Codes Appendix*.
- C. Equipment necessary to perform Honor Guard and Choir services, including transportation, is provided by the Department.
- D. Any personal items not provided by the Department are the responsibility of the member.